

**Milford Water/Wastewater Commissioners’
Meeting Minutes
October 11, 2016**

Present: Robert E. Courage, Chairman
Michael E. Putnam, Vice-Chairman
Dale A. White, Commissioner
David Boucher, Director
Evelyn Gendron, Recording Secretary
Dave Bosquet & Amy Concannon, Videographers

Call to Order

Chairman Courage called the meeting to order at 6:00 p.m.

RSA 91-A:3, II(c) Reputation and **RSA 91-A:3, II(d) Land** Upon motion by Chairman Courage at 6:00 p.m. to enter into non-public session for “reputation” appointments and “land” discussion purposes, seconded by Commissioner White, the motion unanimously passed 3/0. Upon motion by Commissioner White, seconded by Mr. Putnam, to exit the non-public session at 6:50 p.m. and return to the public meeting session, the motion unanimously passed 3/0. It was announced that the decision had been made to seal the non-public meeting portion minutes.

Press and Public Comments – None

Decisions/Approvals

Approval of Minutes – Upon motion made by Vice-Chairman Putnam and seconded by Chairman Courage, it was unanimously voted 2/0 to approve the minutes of the September 27, 2016 commissioners’ meeting as presented. Commissioner White abstained from voting due to not being present during the entire meeting held September 27.

Water Users Fee/Tax Collector’s Warrant – The three commissioners signed the Tax Collector’s Warrant for collection of taxes in the matter of water users fees for the September 2016 Bill Commitment 160930 in the amount of \$77,111.33 and for the September 2016 Final Bills issued in the amount of \$1,210.62.

Sewer Users Fee/Tax Collector’s Warrant – The three commissioners signed the Tax Collector’s Warrant for collection of taxes in the matter of sewer users fees for the September 2016 Bill Commitment 160930 in the amount of \$64,740.70 and for the September 2016 Final Bills issued in the amount of \$818.18.

Discussion/Information Items

Ultra-Violet Disinfection Project Update – Mr. Boucher apprised the commissioners that most of the 44 punch list items are small issues; some have been completed. The flume work is complete; exterior and interior railings are in place. One paving repair is needed. This project is still on target for the scheduled substantial completion date as well as the final completion by Thanksgiving. Trojan Technologies will be scheduled to install and test the ultra-violet lights.

Activities Report – Reviewed by the commissioners. Commissioner White questioned the Capron Road sewer main. A preconstruction meeting will be held Thursday, October 13th at 1:00 pm; Keach Nordstrom is modifying the gravity design layout.

Miscellaneous Water Utilities Department Projects – The water and sewer department personnel are removing the Dram Cup altitude valve, repairing the Curtis Well chemical building floor, and continuing with the fall hydrant flushing program. In-house staff stained the compost garage and is skim-coating the U.V. building exterior wall. Sewer main slip-lining work and manhole coating work will be scheduled. Mr. Boucher cited his comfort level with reducing the amount of purchased water from Pennichuck based upon recent water usage records indicate the water levels have recovered somewhat since Milford announced the total outside water use ban. The commissioners and Director Boucher agreed that Milford will maintain a closely-monitored six hour daily water pumping schedule/water flow level program beginning tomorrow, October 12. Commissioner White inquired of the frequency of exercising the gate valves. Mr. Boucher reported that state grant money will be appropriated with 2017 budget funds.

Discussion Items Not on the Agenda:

Chairman Courage requested Director Boucher prepare and present materials for the following discussion topics during the October 25 commissioners' meeting:

- (1) Bid Package Review: Water Rate Study & 10 Year Plan
- (2) 2017 Water Utilities Budget – Capital Expense Items

Adjournment: At 7:08 p.m. Vice-Chairman Putnam made the motion to adjourn the meeting, seconded by Commissioner White. All voted in favor.

Future Appointments/Meetings: **Tuesday, October 25, 2016 at 6:00 p.m.** The Commissioners' next meeting will be held at the Water Utilities Department, 564 Nashua Street.

Robert E. Courage, Chairman

Date

Michael E. Putnam, Vice-Chairman

Date

Dale A. White, Commissioner

Date

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